



Town of Danville

ADMINISTRATIVE SECRETARY (Maintenance Services)

DEFINITION

Perform a wide variety of responsible secretarial, customer service and other support activities for the Maintenance Services staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Maintenance Services Manager, and provides direct supervision over subordinate clerical staff and volunteers, as needed.

ESSENTIAL JOB FUNCTIONS / DUTIES

- Independently perform all necessary general office support work of the Maintenance Services Department including answering phones, filing, processing mail, scheduling appointments, and coordinating meetings.
- Greet and receive visitors and handle incoming phone calls; respond to requests for Department/Town general information, policies, procedures and regulations; handle complaints and/or direct customers to the most appropriate Town staff member, as needed.
- Answer radio calls and dispatch crew members by radio, pager or phone.
- Prepare a wide variety of reports, letters, memoranda, statistical charts and other materials from rough draft, copy, notes, transcribing machine recordings using the Town's computer equipment and software applications, including but not limited to, MUNIS, CLASS, and GIS.
- Independently compose correspondence; proofread own work and that of others for accuracy, correct form, content and proper English.
- Become familiar with public records laws governing municipalities; maintain Department/Town records according to established Town practices.
- Perform a variety administrative duties utilizing office automation equipment to manage, assist with maintaining and tracking the Town-wide Fleet Maintenance program including Report Pro (GasBoy system) database; Preventative Maintenance (PM) schedule; Town-wide smog schedule in compliance with State of California requirements. Solicit informal bids for fuel purchasing for Town-owned fleet.
- Research and compile available data for special projects, including statistical and/or financial report.
- Prepare agendas, memos, meeting packets, and summaries for Sports Alliance and other meetings, as assigned. Attend quarterly Sports Alliance meetings.

- Manage and administer Town-wide Tribute/Recognition Program, which includes Osage Rose Garden, Downtown Beautification Trees (Hartz Avenue & Front Street), Oak Hill Park and other public spaces; maintain an up-to-date memorial database of all plaques, respond to inquiries, meet at the site with residents when necessary, monitor budget, track payments, order plaques and request appropriate installation; respond to maintenance issues regarding the plaques when necessary.
- Participate and assist in various Department administrative tasks including preparation of payroll records, budget and designated financial account requests, personnel reports, and other comprehensive reports, as needed.
- Research and compile data for special projects and various reports as assigned, including statistical and/or financial reports.
- Performs duties within OSHA standards.

QUALIFICATIONS / PREREQUISITES

Knowledge:

MS Word, MS Excel, type accurately at a speed of 65 WPM, English grammar and advancing writing skills required. Advanced data base systems, supervision and transcription/dictation preferred. CPR/First Aid required (can be obtained after hire).

Ability to:

- Perform as an independent, self-starter including performing tasks with a minimum of instruction; work as a team member; perform as a leader within the work group and organization; maintain punctuality.
- Establish and maintain effective, cooperative work relationships with Town employees, other agencies/organizations and the public.
- Organize and prioritize workload of self and others; exhibit flexibility in changing priorities when necessary; manage deadlines and handle stressful situations; maintain confidentiality.
- Respond to residents' concerns in a calm and understanding manner; communicate effectively in both oral and written form, and participate in ongoing training as required in order to sustain high level of performance.

EXPERIENCE AND EDUCATION

Experience:

Four years of increasingly responsible clerical/secretarial work, including at least two years at the executive/administrative secretary level.

Education:

The equivalent of the successful completion of 12th grade including or supplemented with specialized classes in secretarial skills and office procedures.

License:

Possession of a valid California State Driver's License.

Updated: August 2010